

169 Main Street
Private Bag 53
Umzimkhulu
3297



Email: info@umzimkhululm.gov.za
Tel: (039) 259 5000/5300
Fax: (039) 259 0427

BUDGET & TREASURY DEPARTMENT

PROVINCE OF KWAZULU-NATAL
KZN 435

Date issued 24/11/2025
KZN435/25/26/007/CORP

INVITATION TO TENDER UMZIMKHULU LOCAL MUNICIPALITY

uMzimkhulu Municipality hereby invites reputable and experienced Service providers to respond on the projects below:

PROJECT NAME	PROPOSAL NUMBER	BRIEFING DATE
DEVELOPMENT AND MAINTENANCE OF WEBSITE (36 MONTHS CONTRACT)	ULM-CORP 004/26	02/12/2025 @10h:00

Tender documents will be available on the municipal website (www.umzimkhululm.gov.za) and will also be available from the cashier at **169 Main Street, uMzimkhulu, 3297 upon the non-refundable payment of R250 per document or a bank guaranteed cheque made out to uMzimkhulu Municipality** during working hours between **09:30am and 16:00pm** from the **27th of November 2025**; cut-off time for buying documents is the **02nd of December 2025, 15 minutes before the briefing time.**

A non-compulsory briefing meeting is scheduled to take place at **uMzimkhulu Municipality Makhosini Building, 247 Main Street, uMzimkhulu 3297.**

Invalid or non-submission of the following documents will render the Tenderer disqualified; Specific Goals points will not be allocated if the required documents are not submitted / invalid.

- Registered on Central Suppliers Database (CSD) attach proof of Registration.
- MBD 4,6.1,8 & 9
- Municipal utility bill for municipal rates and services for all directors of the company (owners, shareholders. Executive directors / non-executive directors) and for the company to confirm that Municipal rates are not in arrears for more than 90 days.
- Attach valid lease agreement if the company is leasing the office space.
- Attach a valid lease agreement if the director is leasing accommodation.

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- Attach affidavit if the account is under your parents, siblings, grandparents, and you are not paying any Municipal rates.
- Copy of a marriage certificate if Municipal account in under your spouse.
- Certificate of Authority” to sign all documents in connection with this Tender and any contract or agreement which may arise therefrom, duly signed and dated, shall be provided by the Board of Directors of the firm and shall be attached and must be on a Company letter head example is provided on the document. Tender documents must be signed by the authorized person.

80/20 Preference Point System will be used on the following project, functionality will be considered and uMzimkhulu Local Municipal SCM policy.

Second Phase of Evaluation

Evaluation criteria for functionality

Evaluation minimum threshold is 50% or 25 points

Criteria	Basis for points allocation	Max. Points	Verification Method
Company relevant Experience: Number of website projects completed. The company must have Developed and maintained at least 4 Websites in the last 10 years.	4 completed projects on development and maintenance of website =20 points.	20	Attach traceable Referral letters.
	2 to 3 completed projects development and maintenance of website= 10 points.		
Methodology: Sets out the way the bidder will carry out the work.	All aspects covered with adequate information and time frame within four months = 10	10	Project methodology 1 page Maximum of 3

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<ol style="list-style-type: none"> 1. Time frame within Four months, 2. Clear project budget aligned to the tasks. 3. Project Implementation Risks and Risk management proposal. 4. Monitoring, Support and Maintenance approach to be used. 5. Reporting Mechanisms 	<p>All aspects covered with limited information and time frame of more than four months = 5</p>		<p>pages</p>
<p>Expertise: The service provider must have personnel with the following qualifications and experience.</p> <p>Personnel :</p> <ul style="list-style-type: none"> • Web design or software development • Project Manager <p>Qualifications:</p> <p>Tertiary qualifications in</p> <ul style="list-style-type: none"> • Information Technology /Engineering, a Diploma of Information Technology or a bachelor's degree majoring in information technology or equivalent. • Project management: a Diploma/Degree/ 	<p>Qualification with 5 years working experience and above in the Web design or software development (Information Technology /Engineering, a Diploma of Information Technology or a bachelor's degree majoring in information technology or equivalent = 10 points</p> <p>Qualification with 3-4years working experience in the Web design or software development(Information Technology /Engineering, a Diploma of Information Technology or a bachelor's degree majoring in information technology or equivalent =5 points.</p>	<p>20</p>	<p>Attach CV's detailing work experience with certified copies of certificates</p>

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Certification in project management qualification	Qualification with 5 years working experience and above in Project Management(Diploma/Degree/ Certification in project management qualification = 10 points		
	<ul style="list-style-type: none"> Qualification with 3-4years working experience in Project Management (a Diploma/Degree/ Certification in project management qualification =5 points. 		
	Total	50	

NB. It is compulsory for a bidder to score not less than 50% in the above table. If the bidder scores 50% of the minimum functionality threshold but scores less than 50% on each segment the bidder will be non-responsive

NB: All personnel are required .

The 80/20 scoring will apply.
80 Price
20 Specific goals

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The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system)	Verification document(s)
Specific goals 2: RDP Goals		
Companies that are 100% owned by south African citizen. 100% Points allocation =20 points	Max Points 20	CIPC registration Certificate (Companies and Intellectual Property Commission)
Companies that are 50% owned by South African citizen. 50% Points Allocation = 10 Points		Or
Companies that are less than 50% owned by South African citizen. 25% Points Allocation = 5 Points		Detailed CSD report verification on CSD portal by the Municipality) Or Certified Copy RSA Identity document of the director(s) (verification on CSD portal by the Municipality)
TOTAL / MAXIMUM POINTS	20	

180 Days Price Validity

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Contact Details

All Technical enquiries shall be directed to:

Attention : Mr. L. Mtshengu
Telephone : 039 259 5211
Email Address : mtshenguL@umzimkhulum.gov.za

All SCM compliance enquiries shall be directed to:

Attention : Mr. S Ndawonde
Telephone : 039 259 5089
Email Address : ndawondes@umzimkhulum.gov.za

Closing date

Bid documents in a sealed envelopes clearly indicating the **Bid number and Bid Name**, must be deposited in the tender box of uMzimkhulu Local Municipality, located at 169 Main Street, uMzimkhulu, 3297 reception area, not later than **12h:00 on 12th of December 2025** Telegraphic, telex, telephone, electronic, facsimile, and late tenders will not be accepted.

Tenders may only be submitted along with the tender documentation provided by the municipality.

The uMzimkhulu Municipality Council does not bind itself to accept the lowest bidder. uMzimkhulu Municipality Supply Chain Management policy will apply.

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DR C. A. NGQOYIYA
MUNICIPAL MANAGER